

**Office of the Attorney General**  
Human Resources  
Indiana Government Center South, 5<sup>th</sup> floor  
302 W. Washington Street  
Indianapolis, IN 46204  
[jobs\[atg.in.gov](mailto:jobs[atg.in.gov)  
317-232-7979 (fax)



# **JOB POSTING**

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**Interested candidates should send their resume via regular mail, email (*as a Word document*) or facsimile to the address or phone number shown above. The Office of the Attorney General is an Equal Opportunity Employer.**

**Paralegal/Legal Assistant  
Licensing Enforcement and Homeowner Protection Unit  
Consumer Protection Division**

Provides paralegal support to attorneys in the Licensing Enforcement and Homeowner Protection Unit. This position reports to Supervising Deputy of LE&HPU. Principal duties include:

***Duties:***

- Handle administrative duties related to the opening and closing of litigation files and the filing of administrative and civil complaints.
- Identify, collect, and prepare evidentiary materials. Legal research if requested.
- Assist in drafting pleadings and preparing litigation files as directed by assigned attorneys.
- Assist in case management of consumer complaints and litigation cases for the Section.
- Administrator of the Consumer Protection Assistance Fund.
- Monitor and process consumer restitution that is ordered through administrative and civil proceedings.
- Process closed litigation files for archiving.
- Maintain the closed litigation files kept in the office.
- Back up for administrative assistant and file administrator.
- Ensure all file stamped civil litigation documents are scanned and profiled to the appropriate case.
- Schedule settlement conferences for the Indiana Real Estate Commission.
- Other duties as assigned by Supervising Deputy.

***Skills:***

- Proficient at word processing (Word 2000 or equivalent), email (Outlook 2000 or equivalent).

- Good public relations skills, including ability to work with consumers to obtain information in a timely manner.
- Pleasant telephone demeanor, as consumers and opposing counsel must frequently be contacted by phone.
- Familiarity with civil discovery process, including knowledge of the various forms of discovery and appropriate objections.
- Familiarity with summary judgment process, including admissibility of evidence.
- Ability to manage large volume of cases, including monitoring of due dates and prompting of clients to respond when required.
- Awareness of ethical concerns, including need for confidentiality.
- Paralegal degree preferred